



*Memphis and Shelby County*  
*Office of Planning and Development*

CITY HALL 125 NORTH MAIN STREET, MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

**APPLICATION FOR  
CORRESPONDENCE ITEM APPROVAL  
(STREET & ALLEY CLOSING TIME EXTENSION)**

Date: \_\_\_\_\_

Previous Case #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Name of Development: \_\_\_\_\_

Property Owner Of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_

Applicant / Developer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant/ Developer E- Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Representative E-Mail Address: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Engineer/Surveyor E-Mail Address: \_\_\_\_\_

Location & Distance to Nearest Intersection: \_\_\_\_\_

Description of and justification for request: *For time extensions provide reasons necessitating extension and estimated time frame for finalizing the development:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I (we) hereby make application for approval of the Correspondence Item Plan described above and on the accompanying materials. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.**

\_\_\_\_\_  
Property Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative

\_\_\_\_\_  
Date

**GUIDE FOR SUBMITTING  
CORRESPONDENCE ITEM APPLICATION**

**A.     THE APPLICATION:**

Five (5) collated sets of this application as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Closure Plat, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:

- 1) One (1) original Application, 8.5"x11" Closure Plat, Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24" Closure Plat, and Legal Description of the closure area, and City Council and/or County Commission certified resolution previously approving the closure.
- 2) Four (4) sets of copies in the following order: Application, 8.5"x11" Closure Plat, Vicinity Map, Letter of Intent, 20"x24" Site Plat, Legal Description, and prior legislative closure resolution.
- 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".

*(For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)*

**B.     CLOSURE PLAT AND PRIOR LEGISLATIVE CLOSURE RESOLUTION**

\_\_\_\_\_ Five (5) prints of the Closure Plat as previously approved including the Legal Description.

\_\_\_\_\_ Five (5) copies of the certified closing resolution approved by the City Council and/or County Commission.

**C.     VICINITY MAP**

\_\_\_\_\_ 1) Five (5) copies showing the subject property (boldly outlined) and all parcels within a 300-foot radius. Show for each parcel its dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise) and the public streets, alleys or private drives that it abuts. In situations where the parcels on the map are so small that the property owner's names are unable to fit and numbered legend is used, every effort should be made to place the legend on the map itself and not a separate sheet.

\_\_\_\_\_ 2) Three (3) copies of vicinity map without the owner's name.

**D.     LIST OF NAMES AND ADDRESSES**

\_\_\_\_\_ Two (2) complete lists of names and mailing addresses, with zip codes, of all property owners within 300 feet of the closure boundary including the (a) owner of record, (b) applicant (if different from owner), (c) representative and (d) engineer/surveyor typewritten on 1"x 2<sup>5/8</sup>" self-adhesive gummed back labels and two copies on plain paper.

**E.     FILING FEES           *(All Fees Are Subject To Change Without Prior Notice)***

\_\_\_\_\_ A fee of \$300.00 shall be submitted with application package. Make check payable to "M/SC Office of Planning and Development".

**F.     FILING DEADLINE**

\_\_\_\_\_ The application should be received on the established application deadline, unless waived by the Planning Director.